



Opening Date: May 28, 2015 **Closing Date:** June 11, 2015
Job Title: Administrative Assistant III **Position Type:** Regular Full Time
PIN: 001261 **FLSA Status:** Non-Exempt
Location: District 7, Anne Arundel County **Grade/Entry Salary:** J08 \$34,720 - \$41,234
Annapolis, Maryland (Depending upon Qualifications)
Financial Disclosure: No

Essential Functions: This is secretarial and administrative work providing support to the Associate Judges of the District Court for Anne Arundel County. Answers phones, screens calls, routes messages, directs general public to the proper department. Contacts agencies and organizations to request information for judges. Types decisions, opinions, motions, orders, memos, letters and miscellaneous documents for the judges. Processes incoming and outgoing Judge's mail. Checks dates for traffic/criminal special sets and court locations. Using the Serious Traffic Report, schedules citations and correct errors previously entered by data entry clerks. Enters Civil information into the computer including return mail, Liens, Interest Reports, and Affidavit Judgements. Weekly, use the judge's calendar to create and distribute the courtroom schedule. Verify and calculate the courtroom clerks' bench times for both court locations. Coordinate mediators for civil cases and perform research on the judges' behalf, including MVA record checks for traffic cases and calling attorneys/law enforcement agencies/hospitals, etc. to obtain and/or verify information. Assist the Drug Court Coordinator by recording attendance, updating files with progress reports, and retrieving files. Prepares and processes incoming and outgoing search warrants for and from law enforcement officers to go to specified court cases and trials. Assist judges with the planning and execution of the bi-annual Schools in the Court program. This involves scheduling and coordinating planning meetings, contacting guest speakers, and ensuring that all audio/visual equipment and crew are on site and in place in a timely fashion. Provides full coverage in the absence of the Administrative Assistant IV when needed and coverage in the Glen Burnie court location Judge's Chambers is required occasionally.

Education: High School Diploma or GED.

Experience: Three years of experience providing secretarial, clerical or administrative work involving the use of a personal computer and word processing software.

Note: Completion of a secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

Skills/Abilities: Knowledge of general office practices, office equipment, and business English, including proper grammar, spelling and punctuation. Ability to set up, use and maintain alphabetical and numerical filing system. Ability to understand and implement departmental rules, regulations, procedures and instructions; ability to accurately prepare and process a variety of reports, records and documents using standard office equipment and systems such as database, spreadsheet and word processing software, personal computer, computer terminal and typewriter. Ability to communicate effectively with court personnel, attorneys, co-workers and the general public and provide information in an efficient manner both in person and on the telephone. Must be able to operate a personal computer and type 40 wpm with no more than 5 errors as demonstrated by successful completion of a typing test not to exceed 5 minutes. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted.)

The selected candidate will be subject to a background check. Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

**Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401**

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.